

STATE OF MICHIGAN



District Court - 52nd Judicial District

3RD DIVISION

www.oaklandcourts.com

700 Barclay Circle
Rochester Hills, MI 48307
248-853-5553

Renée S. Gillert
COURT ADMINISTRATOR

HONORABLE JULIE A. NICHOLSON
HONORABLE NANCY TOLWIN CARNIAK
HONORABLE LISA L. ASADOORIAN
DISTRICT JUDGES

MAGISTRATE MELINDA BALIAN
MAGISTRATE MARIE SOMA
MAGISTRATE NICOLAS CAMARGO

52nd DISTRICT COURT JOB ANNOUNCEMENT PART TIME

SUBSTITUTE DISTRICT COURT RECORDER

Salary: \$19.11 per hour/No Benefits

GENERAL SUMMARY:

Must be able available to substitute for a CER on an on-call basis in any of the 52nd District Courts. Under general supervision, records verbatim District Court proceedings using JAVS or BIS Digital Recording systems. Performs secretarial duties for the judge. Assists with jury related procedures, docket related matters and during court proceedings may mark, log and retain exhibits as mandated by Michigan Court Rules. Utilizes current county-wide and/or department specific software to complete assignments.

SPECIAL REQUIREMENT:

Must maintain Certified Electronic Recorder Certification as set by the Michigan Supreme Court.

Please submit interest regarding position, including cover letter and resume in email format to:

Debbie Meltzer
Office Supervisor, 52/3 District Court
meltzerd@oakgov.com

Closing: Until Filled Submitted: 1/22/14
